

Online volunteer sign-up

a step-by-step guide

START HERE

Sign up for a volunteer shift at Foodlink:

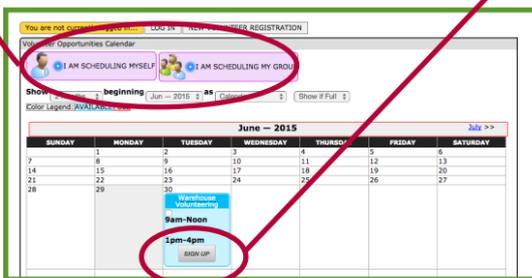
1. Visit www.foodlinkny.org
2. Click **'Get Involved'** at the top of the page, then click **'Volunteer'**.



3. If you have questions, they can probably be answered in the FAQ section— so scroll through those before registering.
4. When you are ready, click:

SIGN UP TO VOLUNTEER

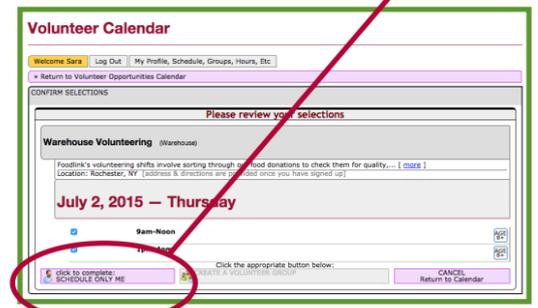
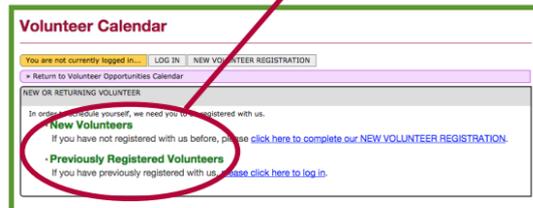
5. The volunteer calendar will pop up. Select either 'I am scheduling myself' or 'I am scheduling my group' at the top of the page. Then use the calendar to determine which date and shift you would like to volunteer, click your desired shift, and click 'sign up'.



Continue the process with the instructions at right based on whether you are signing up as an individual or a group/organization

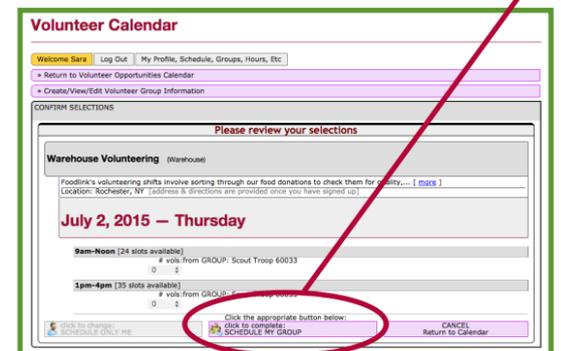
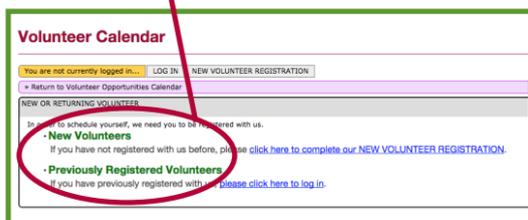
continue here for: **INDIVIDUAL** volunteer sign up

6. If you are a new user, click 'new volunteer registration' follow the prompts to set up an account. If you are a returning user, click the link under 'Previously registered volunteers', then login.
7. Review your selected shift, and click the button in bottom left corner 'click to complete: schedule only me'.



continue here for: **ORGANIZATION/TEAM/GROUP** volunteer sign up

6. Use the calendar to determine which date and shift you would like your group to volunteer, click your desired shift, then click 'sign up'.
7. If you are a new user, click 'new volunteer registration' follow the prompts to set up an account. Returning users, click the link under 'Previously registered volunteers' to log in.
8. Then create a group name and read the additional information and options on that page, then click 'Save Changes'.
9. Review your selected shift, then select the number of individuals in your group from the drop-down menu. You can add all of their names or just click the 'click to complete: schedule my group' button.



You are now registered. We look forward to seeing you when you come in to volunteer!
Questions? Please contact Chris Murphy at volunteers@foodlinkny.org or 585.413.4097

Forgot your password? Resetting it is easy

1. On the login screen, click 'lost your password'.
2. Enter your email, login or phone number.
3. An email will be sent to you with a temporary password, then follow 'Change your password' to reset it.

Change your password

1. Login.
2. Click 'my profile, schedule, groups, hours, etc.' then click 'view/edit Full Profile'.
3. Across the top of your profile before the title 'Login Information' there is a long thin button that says: 'click here to edit your personal information'.
4. There you will be able to click in the password box and change it.
5. Scroll to the bottom and click 'save changes'.